

DATE: January 27, 2022
TO: Citrus College Students
FROM: Ben Macias, Director of Campus Safety
RE: Spring 2022 Student Parking Permits

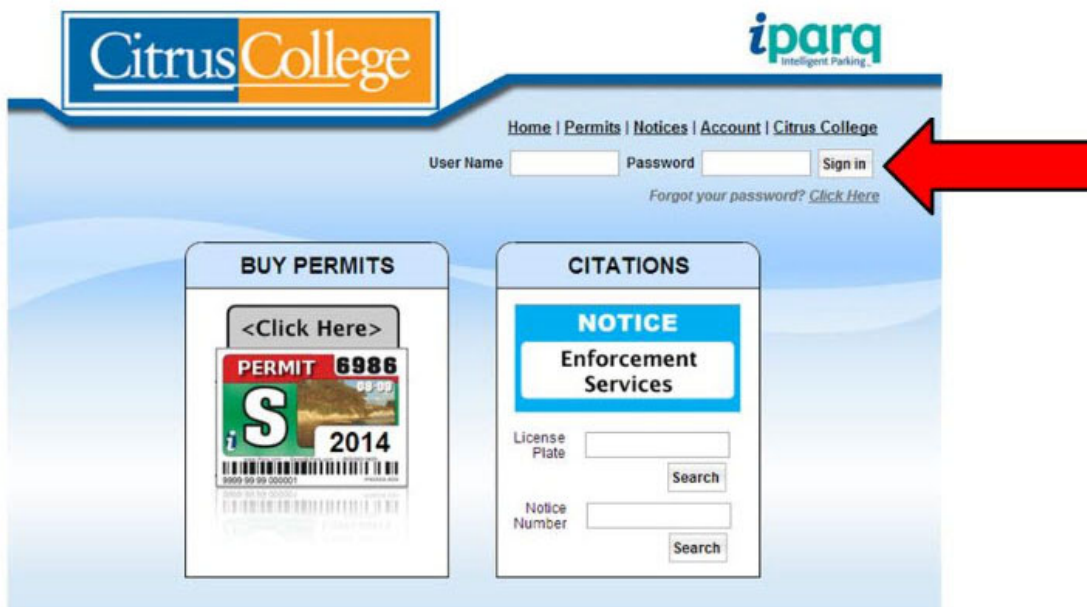
The following is an important parking update regarding spring 2022 parking permits. As a reminder, **effective January 1, 2022**, parking permits are now required in all campus parking lots.

Spring 2022 Student Parking Permits:

- Spring 2022 parking permits will go on sale **Friday, January 28, 2022** and will be required for the spring semester by **Monday, February 28, 2022**
- Spring permits will be **\$59.00 or \$39.00 for California College Promise Grant (CCPG) students** and can be purchased online at the [iParq](https://citruscollege.thepermitstore.com/) website:
 - <https://citruscollege.thepermitstore.com/>
- Once a permit is ordered online, it will take approximately two weeks to be delivered to the delivery address you input on your order
- Once your order is complete, you will be able to print a temporary permit that is valid for 14 days from the order date

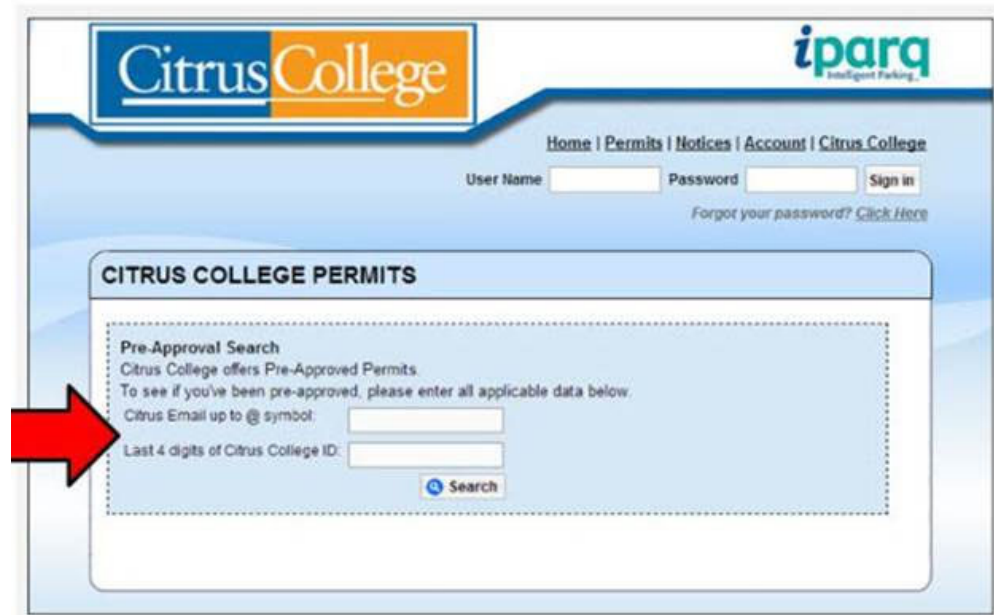
Current students who have previously ordered a permit:

If you already created an iParq account when you initially ordered a previous parking permit, log onto your existing iParq account by entering the username and password you created in the upper right corner of the website.



New students who have never ordered a permit:

If you are a new student and have never created an iParq account or if this is your first time ordering a parking permit via iParq, log onto iParq by clicking on the web link above. Then click on the "Buy Permits" image, enter your Citrus email - only up to the @ symbol, all lower case (example: jdoe) and the last 4 digits of your Citrus College (Wingspan) I.D. number, in the middle of the website. **If you do not know your Citrus I.D. number, please login to your Wingspan account or contact TeCS and they will provide it to you.**



The screenshot shows the Citrus College iParq website interface. At the top left is the Citrus College logo, and at the top right is the iParq logo. Below the logos is a navigation menu with links for Home, Permits, Notices, Account, and Citrus College. A login section includes fields for User Name and Password, a Sign in button, and a link for "Forgot your password? Click Here". The main content area is titled "CITRUS COLLEGE PERMITS" and contains a "Pre-Approval Search" section. This section includes the text "Citrus College offers Pre-Approved Permits. To see if you've been pre-approved, please enter all applicable data below." and two input fields: "Citrus Email up to @ symbol:" and "Last 4 digits of Citrus College ID:". A red arrow points to the "Citrus Email" field. A "Search" button is located below the input fields.

You will then be asked to register your vehicle(s) and confirm the address where the permit will be mailed to you. At the conclusion of your order, you will be able to print a temporary permit that may be used immediately. This printed temporary permit must be displayed on your vehicle dashboard with barcode facing up. The temporary permit may not be copied, altered or shared.

For step-by-step directions on how to obtain your permit, please click on the following:
<https://www.citruscollege.edu/campusafety/Pages/IParqPurchase.aspx>

As a friendly reminder,

- Student parking permits are ordered each semester/intersession and are only valid for that specific semester/intersession
- **All vehicles parked on campus must display a valid parking permit at all times**
- **All vehicles must be parked facing into the stall; head-in-parking only**
- Student permits are **not** valid in employee, client, district vehicle or metered parking stalls
- **Motorcycles must display a valid motorcycle permit and must be parked in a designated motorcycle parking area, not in a vehicle parking stall**
- There is no overnight parking on campus
- Failure to abide by any of the above will result in a citation with a minimum of \$35 per violation
- For a full text of the campus parking and traffic regulations, see [AP 6750](#)

Order your permit now and avoid getting a citation. If further assistance is needed, please contact Campus Safety at (626) 914 - 8611.

Thank you,
Citrus College
Department of Campus Safety